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9 July 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATION

1. GENERAL -

a. [] arrangements for project [] are nearing completion. A final meeting with representatives of the [] is scheduled for early next week. The over-all administrative arrangements will be completed soon after this meeting.

2. SECURITY -

a. The Security Officer, OTR, departed on a survey trip to the West Coast on 6 July 1953, accompanied by Mr. []

3. PERSONNEL -

a. This section has received papers on nine people coming into OTR since July 1, 1953; this figure does not include people processed on duty []

b. [] was permitted to bring on seventeen people after the freeze of June 30, 1953. They were people to whom commitments had already been made. The [] has been informed that no other E.O.D.s [] are authorized without specific authorization.

4. SUPPLY AND SERVICES -

a. GSA personnel are expected to vacate Alcott Hall, First Floor, on or about 13 July 1953. Partitioning of the area to be occupied by OTR will begin shortly after that date. The expected date of occupancy by OTR is 1 September 1953.

b. Complete air-conditioning of Wings A, B, C, and D, Second Floor, Alcott Hall, will be accomplished by 15 July 1953.

c. Completion date for air-conditioning OTR space in R&S Building is undetermined. The reason for the delay is inadequate electric power facilities in the building. Remedial action is being expedited.

d. Weekly report of utilization of [] facilities is attached.

25 YEAR RE-REVIEW

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5. BUDGET AND FISCAL -

b. Office Estimates for FY55 and revised FY54 submitted to Comptroller on 3 July 1953.

c. Notice was received from Comptroller restricting total July obligations to one twelfth of FY54 Estimate. Memorandum to this effect is being prepared for Deputy Directors, OTR.

d. Revised FY54 budget estimates for [] were reviewed by DTR, Chief, Support Staff, and BFO/OTR.

e. Appointments were made for diagnosis and treatment of [] subsequent to accident []

f. Request received from [] for [] advance to [] to cover 6 months anticipated requirements. Under the temporary restriction to one twelfth of FY54 estimates, special authorization will be required from the Comptroller if the total amount is required at this time.

g. After discussions between the Administrative Officer and Mr. [] concerning the basis for estimated costs for the DCI's recent trip to New Jersey, the Acting DD/A is preparing a memorandum to the DCI recommending reimbursement for actual cost of gas and oil []

[]
Administrative Officer, OTR

Attachment: [] Report

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